



TEXAS

APPRAISER LICENSING & CERTIFICATION BOARD

## EXECUTIVE COMMITTEE RECOMMENDATIONS FOR TALCB POLICY

### Discussion Points Regarding Methods for Establishing and Tracking Board Requests of Staff

- In addition to its routine rule making function, at its public meetings the Board may make requests of its staff to implement related policies or to produce related information.  
NOTE: the requests of a single Board member are not equivalent to "Board requests"
- The Chair of the Board or a Committee is that body's sole official spokesperson for giving direction to the Commissioner regarding Board or Committee requests for information that is not already in an existing report.
- Board members may communicate concerns or make recommendations to the Chair of the Board regarding a request so that the Chair can determine whether they need to be placed on a future agenda or communicated directly to the Commissioner. If the Chair determines not to place a member's request on the agenda, when the "future business/meeting" agenda item is open, that member can ask that a vote be taken for that item to be placed on the next Board agenda.
- The first three items above do not preclude any Board member from communicating with the Commissioner or General Counsel on any matter at any time or to request a report that is already in existence.
- The Commissioner is the sole executive director and manager of the Board's staff.
- Approved Board policies will be reduced to writing and signed by the Chair prior to implementation by staff.
- A Board member's request for information will be made as clearly and specifically as possible to the Chair.



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- The Chair and the Commissioner will communicate as needed to clarify any request and establish a timeline for delivery of request results.
- A Board request for information will be noted in the minutes and the specific request noted as a line item under Staff Reports on the subsequent meeting agenda.
- Staff will provide information responsive to a Board request in the form of a written report, when applicable.